Grants to Encourage Arrest Policies and Enforcement of Protection Orders
(also known Improving Criminal Justice Responses to Sexual Assault, Domestic Violence, Dating Violence, and Stalking Grant Program)

Muskie School of Public Service

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Housekeeping

- To ask a question: Press *6 on your telephone to mute/un-mute your phone to speak.
- Need technical support any time during the webinar? Press *0 on your telephone.
- I will ask for any questions at the end of each section.

Our mission:

- Support OVW in tracking and measuring the work of VAWA grantees
- Provide technical assistance to VAWA grantees
Goals for this session
You will understand, or improve your understanding of, the following:
• the overall reporting process
• why your data matters and how it is used
• who to contact for assistance/available resources
• how to respond to questions on the Arrest semiannual progress reporting form
• how to document activities related to the reauthorization of VAWA 2013

The reporting process
Arrest Program Grantee
  ↓
  GMS
  ↓
  OVW
  ↓
Muskie’s – VAWA MEI

Why does your data matter?
“’If we have data, let’s look at data. If all we have are opinions, let’s go with mine.’”
— Jim Barksdale, former Netscape CEO

• Communicating with OVW and sharing your work and success stories
• Understanding the scope of violence against women – trends, promising practices, areas of need
• Measuring and reporting on VAWA’s effectiveness
  ➢ Summary data reports
  ➢ Attorney General’s Reports to Congress
How does OVW use grantee progress report data?

- Monitoring
- Fulfilling congressional reporting requirements
- Identifying trends, promising practices, and areas of need
- Performance Measurement
- Responding to Data Requests

Who do I call for help?

Muskie School, VAWA Measuring Effectiveness Initiative (MEI):
- TA/Training on content of the reporting forms
- 1-800-922-VAWA (8292)
- vawamei@maine.edu
- http://muskie.usm.maine.edu/vawamei

Who do I call for help? (cont.)

Grants Management Information System
- OVW GMS - Technological, web-based questions (Available during business hours)
  - 1-866-655-4482
  - OVW.GMSSupport@usdoj.gov
- OJP GMS - Password assistance only (8am-12am)
  - 1-888-549-9901
  - GMS.HelpDesk@usdoj.gov
Who do I call for help? (cont.)

Office on Violence Against Women

- OVW Program Specialist - Management of VAWA grant programs
  - Verify grant-supported activities
  - Need approval for products
  - Cannot submit your Progress Report by the deadline

Successful data reporting

- Read separate instructions
- Use the “other” category only as a last resort
- Use optional information questions to discuss successes, provide more detail, or explain data issues
- Do not use acronyms or abbreviations
- Do not include attachments or extra documents as a way to report data

Access database

Free and downloadable from VAWA MEI website:
http://muskie.usm.maine.edu/vawamei/
Online Self-paced Tutorial

First-time users:
http://muskie.usm.maine.edu/vawamei/cdsarresttrain.htm

Returning users:
http://vawameionline.org

Any questions?

Section A1: Grant Information

GENERAL INFORMATION
Grant Information
All questions must complete this subsection.

1. Date of arrest: [ ] [ ] [ ]
   [ ] [ ] [ ]
   [ ] [ ] [ ] [ ]

2. Arrest reporting period: [ ] [ ] [ ]
   January 1 - June 30
   July 1 - December 31

3. Greater name:

4. Grant number:
   (the unique grant number assigned to your Arrest Program grant)
Section A1: Grant Information (cont.)

Question 8: Percentage of funds
• Report the approximate percentage of funds (or resources) committed to each area.
• You may choose how to make this determination based on the Arrest Program funded activities.

Any questions?
Section A2: Staff Information

- Complete this section if your Arrest Program funds were used to fund staff positions.
- This includes part-time and/or only partially funded employees, contractors, consultants and overtime.
- Report the total number of full-time equivalent (FTE) staff funded.

Calculating FTEs

Calculations: based on 26 weeks or 1040 working hrs in a six-month reporting period.

\[1.0 = \frac{40 \text{ hrs/week}}{26 \text{ wks}} \times 1040 \text{ hrs} = 1040 \text{ hrs/six months}\]
\[.50 = \frac{20 \text{ hrs/week}}{26 \text{ wks}} \times 520 \text{ hrs} = 520 \text{ hrs/six months}\]
\[.40 = \frac{16 \text{ hrs/week}}{26 \text{ wks}} \times 416 \text{ hrs} = 416 \text{ hrs/six months}\]
\[.25 = \frac{10 \text{ hrs/week}}{26 \text{ wks}} \times 260 \text{ hrs} = 260 \text{ hrs/six months}\]
\[.10 = \frac{4 \text{ hrs/week}}{26 \text{ wks}} \times 104 \text{ hrs} = 104 \text{ hrs/six months}\]

FTE = hours worked in the 6-month reporting period, divided by 1040, or FT weekly hrs. times 26 weeks.

Question 9: Staff

Calculating FTEs - Example
(activities occurred during six months reporting period)

A county received an Arrest grant that was used to fund one full-time prosecutor whose salary is 100% funded by the grant and another full-time prosecutor whose salary is 25% funded by the grant, and a full-time victim witness advocate who spent 20 hours a week coordinating the victim services program, 18 hours providing victim services and 2 hours providing training. The grant also funded a full-time secretary who was hired two months into reporting period and overtime for law enforcement officers.
Calculating FTEs: Report Arrest grant funded personnel only

- A county received an Arrest grant that was used to fund one full-time prosecutor whose salary is 100% funded by the grant and another full-time prosecutor whose salary is 25% funded by the grant.
  - In this case, you would report only Arrest Program funded personnel. The correct FTE under “Prosecutor” would be 1.25 FTE (100%+25%).

Calculating FTEs: Report by job function, not job title

- A county received an Arrest Program grant that was used to fund a full-time victim witness advocate who spent 20 hours a week coordinating the victim services program, 18 hours providing victim services and 2 hours providing training.
  - In this case, you would divide staff time by function. The correct FTE under “Program Coordinator” would be 0.5 FTE (20 hours/40 hours), under “Victim Assistant” 0.45 FTE (18 hours/40 hours), under “Trainer” 0.05 FTE (2 hours/40 hours).

Calculating FTEs: Prorate FTEs

- The grant also funded a full-time secretary who was hired two months into reporting period.
  - In this case, you would need to pro-rate the FTE to reflect four months of the six-month reporting period. The correct FTE under “Support Staff” would be .66 FTE (4 months/6 months).
Calculating FTEs: Convert funding used for overtime, contractors, and consultants into FTEs

- The grant also funded overtime for law enforcement officers.
  - In this case, you would need to convert this time into FTEs.
  
  Let’s say at the end of the reporting period, you determined through invoices that the grant paid for 150 hours of overtime for various officers. The correct FTE under “Law Enforcement officer” would be .14 FTE (150 hours/1040 hours).

Question 9: Staff
Calculating FTEs – Example (cont.)

- **Appropriate others:** evaluator, research personnel (principal investigator, analyst, associate), systems liaison personnel, offender treatment or BIP facilitator.
- The fit does not have to be perfect—if the functions are similar to the functions of the existing category, use that category (e.g. 911 dispatcher - LE officer).
- If you do list more than one category in “other,” include the FTEs for each category.
Section C1: Training

Question 12: Training events provided

- **Training** is for professionals or volunteers acting in the role of a professional, to improve their response to victims/survivors as it relates to their role in the system.
  - **Yes** – provided by Arrest funded staff
  - **No** – provided to Arrest funded staff

Section C1: Training (cont.)

A single training event can be:
- a three-hour presentation,
- a three-day conference, or a
- three-week class

if the audience or participants are the same throughout.
Section C1: Training (cont.)

Question 13: Number of people trained
- By most specific discipline—read through list
- Multidisciplinary—only as a last resort
- Government agency staff: child protective services; fire dept. personnel; city, county, state workers unless more specific category exists
- Use existing categories whenever possible

31 Arrest Program

Section C1: Training (cont.)

14. Training focused areas (highlight all that apply in training events provided or directly supported with your VAW Program funds during the current reporting period. Check all that apply.)
- Confidentiality
- Consumer finance (credit, debt, bankruptcy, etc.)
- Dating violence/women
- Domestic violence clearance
- Domestic violence (women, death of victim)
- Domestic violence survivors
- Elder abuse
- Employment
- Identifying legal issues
- Immigration

32 Arrest Program

Question 15: (Optional) Additional information

This applies to all (Optional) Narrative questions throughout the form.
Discuss:
- the effectiveness of training activities funded or supported by your Arrest Program grant.
- any additional information you would like to share about your training activities beyond what you have provided in the data.

33 Arrest Program
Section C2: Coordinated Community Response

Question 16: Coordinated community response activities

<table>
<thead>
<tr>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
<th>4th</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily</td>
<td>Weekly</td>
<td>Monthly</td>
<td>Quarterly</td>
</tr>
</tbody>
</table>

The following numbers can help you determine the frequency of contact for a 6 month reporting period:

- Daily – approximately 130 contacts
- Weekly – approximately 26 contacts
- Monthly – approximately 6 contacts
- Quarterly – approximately 2 contacts
Common CCR red flags

NO task force, advisory group, workgroup, etc.-instead, specify participating organizations.

NO acronyms or abbreviations.

Section C4: Products

<table>
<thead>
<tr>
<th>Products</th>
<th>Number developed or revised</th>
<th>Title/work</th>
<th>Intended audience</th>
<th>Number used or distributed</th>
<th>Other language</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bobbies</td>
<td>3</td>
<td>A. Design process: A systemic approach to working with victims of domestic violence</td>
<td>A. touchscreen</td>
<td>A. 200</td>
<td>A. Spanish</td>
</tr>
<tr>
<td>Bobbies</td>
<td>3</td>
<td>B. Domestic violence: Women, Latino Men, Latino Men's</td>
<td>B. touchscreen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Status report</td>
<td>1</td>
<td>A. Identification of promising approaches</td>
<td>A. In aboriginal cultures</td>
<td>A. 50</td>
<td></td>
</tr>
</tbody>
</table>
Section D: Victim Services

- Complete this section if Arrest Program-funded staff provided victim services or if grant funds were used to support victim services during the current reporting period.

- Report all victim services provided, whether by legal services, a victim service agency, or by staff providing victim services within law enforcement, prosecution, or the court system.

Section D: Victim Services (cont.)

- **Served**: Received all requested services that are funded by Arrest funds.
- **Partially served**: Received some but not all requested services that are funded by Arrest funds.
- **Not served**: Received none of the requested services that are funded by Arrest funds.

Victims served determination – key questions

When determining if a victim/survivor was served, partially served, or not served, consider the following:

- What services did the VICTIM/SURVIVOR REQUEST?
- What services are you FUNDED TO PROVIDE under your Arrest grant?
- Is the person a PRIMARY VICTIM/SURVIVOR of domestic violence/dating violence, sexual assault, or stalking?
Victim services: Who is not counted at all?

- Those seeking only services not funded with your Arrest Program grant
- Those who did not accept any of the grant-funded services that were offered or recommended
- Those who are not primary victims of sexual assault, domestic violence/dating violence, or stalking

Reporting victims: Unduplicated count of victims/survivors

- A victim requested counseling at the beginning of the reporting period and then the same victim came back at the end of the reporting period and requested civil legal advocacy.
  - In this case, unduplicated count of victims/survivors should be reported. You should report this person only once in Question 25.

Reporting victims: Primary victimization

- A victim comes into your program looking for help with a protection order. Her estranged intimate partner, who had a history of very controlling behavior, came to her apartment and sexually assaulted her.
  - In this case, you could report the victim under either DV or SA, but you must choose only one. SA category may be more appropriate, because it was the sexual assault that prompted her to seek services.
Poll question #1
Reporting victims: Example 1

A victim whose ex-husband has been charged with stalking comes into the prosecutor’s office to get information about the criminal process. Your advocate explains the process to her. She asks the advocate to attend the arraignment with her, but the advocate already is scheduled to be in another court on the date. This victim received information from your advocate, but not the other services she requested that you normally provide under your Arrest Program grant.

Poll question #1 (cont.)
In this case you would report this victim under:

A. Served/Stalking
B. Partially served/Stalking
C. Not served/Stalking

Poll question #2
Reporting victims: Example 2

A woman is sexually assaulted in a domestic violence incident by her live-in boyfriend. A police officer who responded to the incident has called your program’s hotline on behalf of the victim asking if an advocate will accompany the victim to the hospital during her examination. There is no advocate available to do this, and it is a service your program is funded to do under your Arrest Program grant.
Poll question #2 (cont.)
In this case you would report this victim under:
A. Served/Sexual assault
B. Partially served/Sexual assault
C. Not served/Sexual assault

Poll question #3
Reporting victims: Example 3
You receive police reports on all domestic violence incidents responded to by police. During the reporting period, you sent out letters to 100 victims/survivors based on these police reports, informing victims of services you provide; twenty-five letters were returned as undeliverable, fifteen victims contacted you after receiving the letter requesting services, and your program was able to provide them.

Poll question #3 (cont.)
In this case you would report this victim under:
A. 100 DV victims served
B. 75 DV victims served, 25 DV victims not served
C. 15 DV victims served
### Question 26: Reasons partially served/not served

To date, all reasons listed in the “Other” category could be reclassified or indicated the victim should have been reclassified, or the victim should not have counted in this section.
- Victim refused services
- Victim did not return
- Services not provided by our program

### Question 27: Demographics

**Race/ethnicity:** total should equal or be higher than the sum of 25 A&B.

**Gender:** total should equal the sum of 25 A&B.

**Age:** total should equal the sum of 25 A&B

**Other demographics:** report to the best of your ability.
Question 28: Relationship to the offender
• Report the victim/survivor’s relationship to the offender by type of victimization.
• If a victim/survivor experienced more than one type of victimization and/or was victimized by more than one perpetrator, count the victim/survivor in all categories that apply.
• Total reported under each type of victimization should equal or be higher than the total of 25 A&B under the same victimization.

Question 29A: Victim services provided
• Report the services provided to the victims/survivors that were reported in 25 A&B.
• Count a victim once for each type of service they received.
• Civil legal advocacy vs. civil legal assistance.

Question 29B: Hotline calls
• Report the number of hotline calls received from victims/survivors, and the total number of hotline calls received.
• Only victims/survivors who received additional services listed in question 29A should be reported in question 25.
Question 29C: Victim-witness notification/outreach to victims/survivors

- Report the number of unsolicited letters, phone calls, or visits to victims/survivors.
- Only victims/survivors who received additional services listed in question 29A should be reported in question 25.

Question 30: Protection orders

This applies to the same question in Law Enforcement, Prosecution, Courts and Probation Sections.

- Report the total number of temporary and/or final protection orders requested and granted.
- Protection orders should be reported only if Arrest Program-funded victim services staff provided assistance to victims/survivors.

Any questions?
Section E: Criminal Justice

• Jurisdictional unit may be smaller than the entire city (precinct, etc.).
• If you are only funded to do domestic violence activities, report only agency wide domestic violence data.

Section E1: Law Enforcement

• Provide information for your entire law enforcement agency.
• If you have an advocate employed by, or located at the law enforcement agency, but grant funds are not supporting the law enforcement activities, you would not complete this section but you would report activities in Section D Victim Services.

Question 32: Activities

• All grantees should report calls for assistance, incident reports, and cases investigated, arrest of predominant aggressor, and referrals to prosecutor.
• Number reported under calls for assistance, incident reports and cases/incidents investigated should be very similar.
• Use the Protection orders issued category if the law enforcement agency has the authority to issue protection orders in your jurisdiction.
Question 33: Victim/survivor referrals to victim services

This applies to the same question in Prosecution, Courts and Probation Sections.

- Report the total number of victim/survivor referrals made by law enforcement officers to victim services.
- Governmental victim services vs. Non-governmental victim services.
- These numbers are not unduplicated, report every referral made for all victims.

Any questions?

Section E2: Prosecution

- Provide information for entire prosecutor’s office.

- If you have an advocate employed by, or located at the prosecutor’s office, but grant funds are not supporting the prosecution activities, you would not complete this section but you would report activities in Section D Victim Services.
Prosecution cases

- Cases should be characterized by the most serious offense and may include numerous charges or counts. In most instances, a case will refer to one victim, one offender, and one incident.
- Cases should be reported as domestic violence regardless of the actual charge (assault, vandalism, criminal threatening, etc.) Sexual assault cases could include rape, gross sexual misconduct, etc.

Question 36A: Number of cases

<table>
<thead>
<tr>
<th>Case Type</th>
<th>Number of cases received, accepted for prosecution, declined, or transferred</th>
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</thead>
<tbody>
<tr>
<td>Domestic violence/dating violence</td>
<td>Sexual assault</td>
</tr>
<tr>
<td>1. Number of cases received</td>
<td></td>
</tr>
<tr>
<td>2. Number of cases accepted for prosecution</td>
<td></td>
</tr>
<tr>
<td>3. Number of cases declined</td>
<td></td>
</tr>
<tr>
<td>4. Number of cases in which it was decided that the case is outside grant-funded jurisdiction</td>
<td></td>
</tr>
</tbody>
</table>

Question 36B: Reasons for declining cases - Example

- You are reviewing the evidence in a sexual assault case. You are informed that the victim has left the jurisdiction and cannot be located.
  - This case would be reported as insufficient evidence/victim unavailable. Of those cases reported in 36A as declined, report only the primary reason for the decision to decline prosecution.
Question 37: Disposition of cases

Defendant is charged with Class A felony. If pleads to or is convicted of:

**Class A felony** - Plead as or guilty as charged.

**Class B felony** - Plead to lesser charge or found guilty of lesser charge within the same category.

**Class C misdemeanor** - Plead to lesser charge or found guilty of lesser charge in lower category.

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Question 38: (Optional) Other issues present in cases that reached disposition - Example

- 20% of cases reported above as domestic violence cases also included counts of sexual assault, and 5% of cases reported as domestic violence or sexual assault also included stalking charges.
  - Discuss how often multiple crimes were presented in cases reported.

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Section E2: Prosecution (cont.)
Any questions?

Section E3: Courts

- Provide information for entire court jurisdiction.
- If you have an advocate employed by, or located at the court, but grant funds are not supporting the court activities, you would not complete this section but you would report activities in Section D Victim Services.

Question 43: Number of criminal cases

- Report the total number of new sexual assault, domestic violence, dating violence, and/or stalking cases.
- Cases should be counted even if your state law uses other names for the types of offenses.
Question 44: Disposition of criminal cases

- Report the disposition of sexual assault, domestic violence/dating violence, and/or stalking cases resolved.

- Dismissals, deferred adjudications, convictions, and acquittals.

Question 45: Judicial monitoring

- Report number of offenders reviewed and number of individual review hearings conducted.

- Number of review hearings = Number of individual hearings held for each offender.

- Number of individual hearings conducted should equal or be more than number of offenders reviewed.

Question 46: Dispositions of violations

- Report number of cases reviewed by the court in which there were dispositions of violations.

- Only report when there was a final adjudication of the violation.

- Case may be counted more than once if there were multiple violations.
Section E3: Courts (cont.)

Question 47: Victim/survivor referrals to victim services

Question 48: Civil protection orders
  - Civil protection orders are those requested by the plaintiff.

Question 49: Criminal protection order
  - Generally, requested by the prosecutor’s office, do not require the victim/survivor to appear in court, and are effective only while the criminal case is active. May be issued as a condition of bail or probation.

Any questions?

Section E4: Probation and Parole

<table>
<thead>
<tr>
<th></th>
<th>Number of convictions</th>
<th>Number of new referrals</th>
<th>Number of convictions without violations</th>
<th>Number of convictions with violations</th>
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<tr>
<td>Conditional court of probation</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
</tbody>
</table>

TOTAL | 2 | 2 | 1 | 2 |
Question 52: Monitoring activities

- Report offenders and total number of contact for all offenders.
- Total number of contacts for each activity should be at least equal to number of offenders for each activity.

Section E4: Probation and Parole (cont.)

Question 53: Disposition of violations
- Report total number of cases in which there were dispositions of violations during the current reporting period.
- Violation does not have to have occurred during this reporting period, only disposition. A case may be counted more than once if there were multiple violations.

Question 54: Victim/survivor referrals to victim services

Section E5: Batterer Intervention Program (BIP)

Question 56: Offenders in program
- Report only grant-funded activities.
- Report the number of continuing and new offenders in your BIP.
- New grantees should include all cases at the beginning of the current reporting period as “Number offenders continuing in BIP from last reporting period.”
Section E5: Batterer Intervention Program (BIP) (cont.)

Question 57: Outcomes  
- Report the number of domestic violence/dating violence offenders in your BIP.

Question 58: Length of BIP in weeks  
- Report the number of weeks that batterers are expected to remain in program to achieve successful completion. If you have programs of more than one length, report the number and the length of each type of program.

Section F: Community Measures

Question 59: Civil protection orders in grant jurisdiction  
- Report the total number of requests received for temporary and final protection orders and the total number granted in grant jurisdiction.  
- Include only civil orders.

Question 60: Exceptions  
- Describe any difficulties in obtaining data or irregularities in the data provided

Any questions?
Qualitative Data

• Why Is Narrative Data Important?
  – Measuring VAWA’s effectiveness
  – Attorney General’s Reports to Congress
  – Context: What do the numbers in your report mean?
  – Impact: How does your work impact your communities?
  – Emerging themes and trends
  – Information: Requests from OVW, other government agencies, the public

VAWA 2013 Program Changes

Universal changes:
• Serving victims of severe forms of trafficking—victim services and legal assistance may be provided to these victims, who must also be victims of domestic violence, dating violence, sexual assault, and/or stalking.
• See more at: https://www.janet.gov/sites/default/files/ovw Legacy/2014/06/16/VAWA-2013-grant-programs-summary.pdf

New Arrest/Improving CJ Responses purpose areas:
• Developing and promoting legislation and model codes
• Providing HIV testing, counseling, and prophylaxis for sexual assault victims
• Addressing SA backlogs
• Convening multi-disciplinary high-risk teams to reduce domestic violence and dating violence homicides

Documenting VAWA 2013 Accomplishments

• Use existing narrative questions
• Document both quantitative and qualitative data
• Use the phrase “VAWA 2013 Accomplishments” prior to describing activities

OVW provided example for an Arrest grantee:

“VAWA 2013 Accomplishments: Three adjacent rural counties in our state formed a DV Homicide Reduction Team in January of 2014. The team has met monthly since then, and received training on using a lethality assessment tool, which the three counties’ Sheriff’s Departments started using routinely in late 2014. The DVHRT includes representatives from the court, in addition to two victim services organizations and the three counties’ Sheriff’s Departments, and we are beginning to see more protection orders involving firearms removal. Whereas only 10% of the POs in 2013 included firearms removal, that rate was 20% in 2014...”
Section G: Narrative Q.61

If applicable, include VAWA 2013 Accomplishments here!

Section G: Narrative Q.62 and Q.63

If applicable, include VAWA 2013 Accomplishments here!

Section G: Narrative Q.64 and Q.65

If applicable, include VAWA 2013 Accomplishments here!
Any questions?

Validating your form

Reminders

• Read separate instructions
• Use the “other” category only as a last resort
• Use optional information sections to capture unique successes of your program, clarify data, provide more details
• Do not use acronyms or abbreviations
• Do not include attachments
Muskie’s VAWAMEI website:
http://muskie.usm.maine.edu/vawamei

- Sample Progress Reporting forms and instructions
- Training dates and materials
- Access databases for collecting data
- Final Reports to Congress (Biennial and STOP)
- Summary Data Reports (aggregated data by grant program in charts and tables)
- OVW updates on reporting

Questions?
Muskie’s VAWA MEI: 1-800-922-VAWA (8292)
Email: vawamei@maine.edu

OVW – to reach your Program Specialist:
(202) 307-6026

OVW GMS Support: 1-866-655-4482
Email: OVW.GMSSupport@usdoj.gov

THANK YOU!!!